



PUBLIC EMPLOYEES RETIREMENT SYSTEM CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	PUBLIC EMPLOYEES RETIREMENT SYSTEM	RELEASE DATE:	Tuesday, May 4, 2010
POSITION TITLE:	Director, Health Benefits	FINAL FILING DATE:	Wednesday, May 19, 2010
CEA LEVEL:	CEA 5	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,544.00 - \$11,667.00 / Month	BULLETIN ID:	05042010_1

POSITION DESCRIPTION

- CEA Level 5 (Pending DPA Approval)
- CalPERS offers a performance compensation program with the ability to earn an award up to 15% of base pay

SALARIES WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE CURRENT FURLOUGH PROGRAM.

BACKGROUND:

CalPERS is the largest public pension fund in the United States with a current investment portfolio of over \$200 billion. It serves approximately 1.5 million active members, retirees, survivors and beneficiaries through its retirement and health benefit programs, and pays over \$10 billion in retirement benefits annually. The membership in CalPERS' retirement program is comprised of roughly one-third State employees, one-third employees of local public agencies that contract with CalPERS for retirement benefits, and one-third classified school employees. In addition to the well-known retirement program, CalPERS administers a health program that serves over 1.2 million members. CalPERS health plan total impacts on the California economy is \$7.616 billion. The total economic impact includes the amount of the initial payments to providers in this state, the impact of those payments when spent in the local economy, and the ripple (the induced tertiary effects created by that secondary spending).

DUTIES/RESPONSIBILITIES:

The Health Benefits Branch function is a dynamic environment. Our challenges include: •
Negotiating the most favorable health care premiums and ensuring our members receive quality

care, • Developing a strategic direction that leverages CalPERS Health Benefits program purchasing power to impact the health care marketplace, and • Enhancing the value of the health plan benefits we provide.

CalPERS Board of Administration has set Federal and State health policy priorities for the 2009-10 Fiscal Year that address quality, value, access and choice and stability in risk pools. Our overarching principle is to support health care reform efforts that guarantee all Americans affordable high quality health care services that enable our members and their families to receive high quality health care benefits that are affordable and sustainable for members, their families and their employers. Under the administrative direction of the Deputy Executive Officer, the Director, Health Benefits is responsible for the administration and overall management of all aspects of CalPERS health benefit program for which the Board of Administration has plenary fiduciary responsibility. The Director, Health Benefits will exercise direction for formulating and developing goals, objectives, and policies for the health program as well as establishing strategic direction for benefit services, benefit delivery systems, program expansion, changes and enhancements. The position has significant responsibility for health plan rate negotiations, health plan design and development and managing the development and implementation of health program operations.

The Director, Health Benefits is a key member of the executive team responsible for advising the Chief Executive Officer and the Board of Administration on complex and sensitive operational, fiscal and personnel issues related to the health program. In addition, the position makes presentations to the Board, represents CalPERS on health benefits related issues before the Legislature, the media, employee and employer groups and organizations, benefits carriers, and other public groups. The position will also be responsible for providing policy direction in drafting benefit related legislation at the State and Federal levels and will be required to testify on behalf of CalPERS before legislative committees.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Significant executive management experience (10 or more years desired) in a large organization, typically gained at the CEA I level or above, with responsibility for administering a complex health benefit program.

2. Experience working with an active, diverse public board or commission.
3. Thorough knowledge of health care and managed care industries, health care economics, administration, financial mechanisms, and business strategies.
4. Experience in an administrative or executive capacity with responsibility for policy development and modification, program administration, and knowledge of health benefits program structure and policy.
5. Strong management and leadership skills, particularly in the area of policy formulation and development, and the demonstrated ability to facilitate the establishment of priorities.
6. Experience in health benefit design and administration.
7. Knowledge of the legislative process and governmental affairs, particularly as they relate to health benefit programs.
8. Demonstrated communication and negotiating skills and experience presenting issues before a wide range of audiences including a board or similar body.
9. Knowledge of the California Public Employees' Retirement System's organization, goals, functions and policies.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director, Health Benefits**, with the **PUBLIC EMPLOYEES RETIREMENT SYSTEM**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

FILING INSTRUCTIONS

Address for hand-delivery:

Human Resources Division

400 P Street, Room 3260

Sacramento, CA

All application materials (Standard State Application, Resume, Statement of Qualifications and References) must be received by the CalPERS Human Resource Office by 5:00 PM, May 19, 2010. Application materials personally delivered, received via U.S. Postal Service, or any other delivery service after 5:00 PM on the final filing date will not be accepted. Questions concerning this examination should be directed to Kristel Herrera at (916) 795-3820.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and

qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

- Resumes do not take the place of the Statement of Qualifications.
- Resume must be included with application
- Names and telephone numbers of at least two references

Applications must be submitted by the final filing date to:

PUBLIC EMPLOYEES RETIREMENT SYSTEM, Human Resources Division
400 Q Street, Room 3260 LPN , Sacramento, CA 95811
Kristel Herrera | (916)795-3820 | kristel_herrera@calpers.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The PUBLIC EMPLOYEES RETIREMENT SYSTEM reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>